



Coordinator Job Shadowing Checklist

Before the Job Shadow

- Identify all interested teachers and help them plan for the job shadowing activity. Share the Teacher Tip Sheet.
- Effectively match students with job shadow hosts based on their career interests and personal factors.
- Collect any required forms.
- Have teachers help create learning objectives and work with students to prepare for the day.
- Confirm scheduling and transportation arrangements for the student(s). Check school policies regarding transportation and liability, and ask about workers' compensation insurance.
- Give employer information about the participating student(s) : name, grade, interests, age (maintaining confidentiality) and make sure plans have been made to receive them. Ask about dress requirements.
- Determine if the host site requires visitors to sign visitor confidentiality and/or non-disclosure agreement.
- Provide Employer Tip Sheet and other support materials so the company can plan the most learning-rich experiences possible.
- Share this toolkit's Essential Employability Skills with the employer.

During the Job Shadow

- Make sure students receive instruction in workplace safety, if needed. Have the employer include a safety talk at the start of the day and highlight potential hazards.
- Arrange for students to visit different departments and observe employees with different levels of responsibility in the company.

After the Job Shadow

- Document the job shadow. Review feedback from hosts and teachers and summarize results (Use the WBL Activity Evaluation from this toolkit). Make recommendations for improvements.
- Help students update their Career Portfolio
- Work with teachers to coordinate activities to connect the job shadow to the classroom.
- Support students in writing thank-you notes to host employers.
- Share pictures from the job shadow with the companies for their websites or newsletters. (Ensure you have signed releases for all photos.). Place a story about the job shadow on the school website.

Sample Job Shadow Schedule

Beginning of the school year: Identify students and teachers. Brainstorm business partners who could participate

Two months in advance: Develop a schedule with business partners. Secure available dates, times, and location

One month in advance: Confirm participation of employer hosts. Have students research occupations, industry or company

One week in advance: Send hosts information about the students. Make sure logistics for the day have been handled.

Day of the Job Shadow: Make sure students receive instructions, if required

After the Job Shadow: Send thank you notes to all host employers and ensure student reflection activities take place.